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DD/M&S 74-0301

23 JAN 1974

MEMORANDUM FOR: Director of Communications
Director of Finance
Director of Joint Computer Support
Director of Logistics
Director of Medical Services
Director of Personnel
Director of Security
Director of Training
Chief, ISAS
Chief, History Staff

SUBJECT : Procedures to be Used in Arriving at
Recommended FY 75 Personnel Reductions

1. As you know, the Associate Deputy Directors have been constituted as a working group under the chairmanship of the Comptroller to set new ceiling allocations for the reduction of Agency staff positions to [REDACTED] in time for inclusion in the final FY 1975 budget. The ADD Working Group has agreed that:

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a. The near-term problem of allocating ceiling reductions should be done in an arbitrary manner so that no precedents are set which prejudice the longer term objective of helping the DCI reach a rational and equitable ceiling allocation. We proposed a straight across-the-board percentage reduction.

b. The longer term problem should be addressed by mutual discussion among us of the functional needs of Directorates and the presentation to the DCI of the issues raised thereby. We furnish the DCI our views on these issues so that he can finally decide on the reallocation of all [REDACTED] positions among Directorates and their components.

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2. A draft Program Call has been circulated to the four Directorate Planning Staffs for comment. Time constraints prohibit soliciting comments from each of your offices. The DD/M&S Plans Staff has offered a number of

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FY 74 allocated ceiling

comments but the basic concept is expected to be issued in the final Call essentially as it is prescribed in the draft. A copy of the draft is attached. It differs somewhat from earlier Calls in emphasizing the use of resource packages; in deemphasizing traditional program categories (collection, production, etc.); and in accommodating to the Director's desires to relate objectives and resources more effectively. Under the resource package concept, each Directorate will divide its entire budget into packages of personnel and other resources devoted to specific functional tasks.

3. The ADD Personnel Working Group has agreed to use the resource package concept developed in the Program Call in conducting the personnel analysis needed to accomplish its task. The first step is the identification of the resource packages and, at this time and for purposes of this exercise, only the personnel requirements of each. The packages, with appropriate description and analysis, will serve as the basis for individual ADD presentations to the Working Group. Most of the work has already been done in this Directorate through the Functional Reviews you completed earlier. What we need now is an aggregation of the individual functions into resource packages and your arrangement of them in order of inverse priority; e.g., if a function has to be given up which should go first, second, etc. The list should cover about 10% of your FY 1974 position ceiling.

4. The A-DD/M&S is scheduled to make the first presentation to the ADD Personnel Working Group on 27 February. In order to prepare the presentation adequately we should have your submissions as soon as you can complete them, but not later than 15 February. The DD/M&S Plans Staff is available to assist you in any way they can.

/s/ John F. Blake

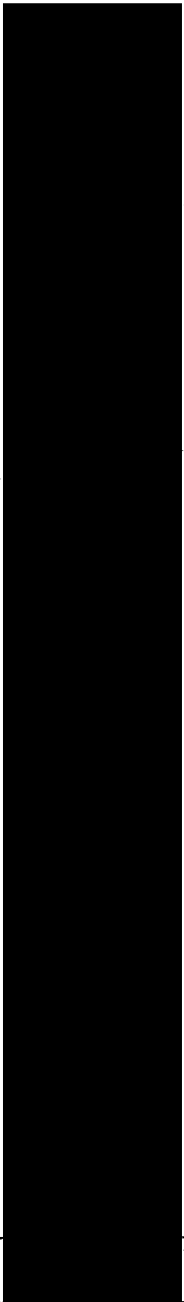
John F. Blake
Associate Deputy Director
for
Management and Services

Att.

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OFFICE OF SECURITY

Resource Package (Summary)
FY 1974

No.	Resource Package	Staff Position Allocated
1.	Security Support to the Intelligence Community	
2.	Computer Security Guidance	
3.	Technical Security Countermeasures	
4.	Security Support to the Agency	
5.	Field Office Activity	
6.	Record-keeping	
7.	Management/Administration	
8.	Management and Supervision	
9.	Physical Security (Access/Facilities)	
10.	Personnel Security (Applicant/Employee)	
	Total*	

*Should equate to current Office staff ceiling - FY 1974.

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Resource Package # 1 Title Security Support to the Intelligence Community
No. of Staff Positions Allocated 25X9

Functions Included

No. Pos.

25X9

- a) Policy guidance is provided concerning compartmented intelligence security activities. (30)
- b) Staff security assistance is provided to a covert national office. (31).
- c) Security support and policy guidance is provided to certain activities of the Intelligence Community. (32)
- d) As a service of common concern to the Intelligence Community, intentional, unauthorized disclosures of compartmented intelligence information in public information media channels are monitored and collated. (33)

Outputs/Customer serviced

All Agency components, participating U. S. Government departments and agencies (USIB, non-USIB, and White House) and cooperating foreign governments.

Effect of at least 10% reduction in staff personnel

One staff position is identified for elimination representing a reduction in the overall Office of Security allocation of staff positions. The elimination of this

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Resource Package #1 Title Security Support to the Intelligence Community

Effect of at least 10% reduction in staff personnel (cont'd)

position from function b) would not impair the personnel and physical security mission of the Office of Security. This function could be reassigned to the Science and Technology Directorate, or it might be negotiable for transfer to the Department of Defense.

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OFFICE OF SECURITY

Resource Package # 2 Title Computer Security Guidance

No. of Staff Positions Allocated 25X9

Functions Included

No. Pos.

Staff

Contract

25X9

- a) Management is provided for the Agency's information handling security program. (34)
- b) Security guidance and support is provided for Agency computer operations. (35)

Outputs/Customer serviced

All Agency components and USIB departments and agencies of the U. S. Government.

Effect of at least 10% reduction in staff personnel

Since this resource package is currently performing at the minimum practicable level of activity, an incremental reduction in staff personnel is not possible. The choice is retention at

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Resource Package #2 Title Computer Security Guidance

Effect of at least 10% reduction in staff personnel (cont'd)

its present staffing level or elimination of the resource package. If eliminated, function a) could be transferred to the Intelligence Community Staff, and b) could be decentralized with responsibility assigned to the several computer components of the Agency as the OJCS, NPIC, and the ISG/DDO. The Office of Security identifies these [REDACTED] positions for elimination representing a [REDACTED] reduction in its overall allocation of staff positions.

25X9
25X9

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OFFICE OF SECURITY

Resource Package # 3 Title Technical Security Countermeasures
No. of Staff Positions Allocated 25X9

Functions Included

No. Pos.

		<u>Staff</u>	<u>Contract</u>
25X1A	a) Managing an [REDACTED] inspection program. (53)	25X9	[REDACTED]
25X1A	b) Managing an on-site [REDACTED]		
25X1A	[REDACTED] program. (54)		
	c) Managing a physical security equipment program. (55)		
	d) Operating an Inter-Agency Training Center. (56)		

Outputs/Customer serviced

All Agency components and USIB departments and agencies of the U. S. Government for function d).

Effect of at least 10% reduction in staff personnel

25X9 [REDACTED] staff positions are identified for elimination
25X9 representing a [REDACTED] reduction in the overall Office of Security allocation of staff positions. The elimination of one position from function a) will require an adjustment in priorities in the technical inspection program. The elimination of the [REDACTED] 25X9

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Resource Package #3 Title Technical Security Countermeasures

Effect of at least 10% reduction in staff personnel (cont'd)

positions for function d) will necessitate having the United States Intelligence Board assign the Executive Agent responsibilities for the Inter-Agency Training Center to another member of the Intelligence Community.

OFFICE OF SECURITY

Resource Package # 4 Title Security Support to the Agency
No. of Staff Positions Allocated 25X9

Functions Included

No. Pos.

- a) Providing security interview and polygraph examinations. (6)
- b) Providing research and training in the use of the polygraph as an aid to interrogation. (7)
- c) Furnishing security advice/guidance to Agency employees. (9)
- d) Furnishing security support to Agency operations (10)
- e) Furnishing security cover support and documentation to agency activities. (16)

25X9

25X1A

Outputs/Customer serviced

All Agency components.

Effect of at least 10% reduction in staff personnel

25X9 [REDACTED] staff positions are identified for elimination
25X9 representing a [REDACTED] reduction in the overall Office of Security
allocation of staff positions. The elimination of [REDACTED] 25X9

Resource Package # 4 Title Security Support to the Agency

Effect of at least 10% reduction in staff personnel (cont'd)

from function f) will necessitate transferring this function to the Office of the General Counsel or to the Deputy Director for Operations. The elimination of one position from function g) would transfer the servicing function to using Agency components.

25X1A

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OFFICE OF SECURITY

Resource Package # 5 Title Field Office Activity
No. of Staff Positions Allocated 25X9

Functions Included

No. Pos.

Staff Contract

- a) Investigations. (5)
- b) Operational Support. (11)

25X9

Outputs/Customer serviced

All Agency components

Effect of at least 10% reduction in staff personnel

25X9
25X9

positions are identified for elimination from function b) representing a reduction in the overall Office of Security allocation of staff positions. The effect on

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25X1C

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OFFICE OF SECURITY

25X9

Resource Package # 6 Title _____ Record Keeping _____
No. of Staff Positions Allocated _____

Functions Included

- a) Case processing and control. (20)
- b) Master Index activity. (21)
- c) Systems Support activity. (22)
- d) Security file control. (23)
- e) Case analysis and information support. (24)
- f) Security file storage control. (25)
- g) Registry and courier service. (26)
- h) Records administration. (27)
- i) Release of investigative data to other agencies. (28)
- j) Centralized compartmented clearance record keeping. (29)

Outputs/Customer serviced

All components of the Office of Security, the Agency, and some 44 departments and agencies of the U. S. Government.

Effect of at least 10% reduction in staff personnel

_____ positions are identified for elimination representing a _____ reduction in the overall Office of Security allocation of staff positions. _____ positions would be eliminated

25X9
25X9
25X9

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Resource Package # 6 Title Record Keeping

Effect of at least 10% reduction in staff personnel (cont'd)

from function f) eliminating the microfiche program and concentrating the remaining resources of the function on security file purging and retirement activities. One position would be eliminated from function g) eliminating a mail manifesting service of common concern for all components of the Office of Security. ■■■ positions would be eliminated from function j) discontinuing the maintenance of a central record depository of active compartmented clearances for the Intelligence Community but retaining such a central record system on Agency employees only for the internal use of the Agency.

25X9

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OFFICE OF SECURITY

Resource Package # 7 Title Management/Administration 25X9
No. of Staff Positions Allocated [REDACTED]

Functions Included

- a) Provide policy and planning coordination for the Office of Security. (36)
- b) Provide budgetary and financial administration for the Office of Security. (37)
- c) Provide logistical administration for the Office of Security. (38)
- d) Provide personnel administration for the Office of Security. (39)
- e) Manage the training program and activities of the Office of Security. (40)

Outputs/Customer serviced

All components of the Office of Security, the Office of Finance, the Office of Logistics, the Office of Personnel, the Office of Training, and the staff of the Management and Services Staff.

Effect of at least 10% reduction in staff personnel

This resource package was reorganized in July 1973 to perform at the minimum practicable level of effectiveness. A further incremental reduction in staff personnel is not possible.

OFFICE OF SECURITY

Resource Package # 8 Title Management and Supervision
No. of Staff Positions Allocated

Functions Included

- a) Office of the Director of Security
- b) Office of the Deputy Director of Security
for Policy and Management
- c) Office of the Chief, Plans, Programs and
Administration Division
- d) Office of the Chief, Security Records Division
- e) Office of the Deputy Director of Security
for Personnel Security and Investigations
- f) Office of the Deputy Director of Security
for Physical, Technical and Overseas Security

Outputs/Customer serviced

All Agency components and departments and agencies
of the U. S. Government.

Effect of at least 10% reduction in staff personnel

This resource package was reorganized in July 1973 to
perform at the minimum practicable level of effectiveness.
A further incremental reduction in staff personnel is not
possible.

OFFICE OF SECURITY

25X9

Resource Package # 9 Title Physical Security (Access/Facilities)
No. of Staff Positions Allocated

Functions Included

- a) Security staff guidance/assistance is provided to Agency overseas installations. (41)
- b) The management of an Agency Safety and Fire Prevention Program. (42)
- c) Security staff guidance/assistance is provided to Agency domestic installations. (43)
- 25X1A d) Managing [REDACTED] a sensitive Office of Security project. (44)
- e) The servicing of security safekeeping equipment in the Headquarters area. (45)

25X1A

- g) Managing a receptionist program. (47)
- h) Coordinating a GSA Guard program. (48/49)
- i) Managing a Security Duty Officer Program. (50)
- j) Managing a Parking Ticket Program. (51)
- k) Managing an Identification Program. (52)

Outputs/Customers served

*GSA Protective Service Office

All Agency components.

Effect of at least 10% reduction in staff personnel

25X9
25X9
25X9

[REDACTED] positions are identified for elimination representing a [REDACTED] reduction in the overall Office of Security allocation of staff positions. [REDACTED] positions would be

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Resource Package # 9 Title Physical Security (Access/Facilities)

Effect of at least 10% reduction in staff personnel: (cont'd)

eliminated from function b). Agency responsibilities to fulfill certain statutory requirements with respect to employees occupational safety and health would have to be reassigned to another Agency component. The loss of this function would not impair the personnel and physical security mission of the Office of Security. [REDACTED] staff positions would be eliminated from function g) necessitating the closing of receptionist posts serving the Chamber of Commerce Building, [REDACTED] and the South/Central/East Building complex, the Key Building, two posts serving the Ames Building, and the receptionist post serving the Interrogation Research Branch/SSD/PSI of the Office of Security in the Headquarters Building.

25X9

25X1A

OFFICE OF SECURITY

25X9

Resource Package # 10 Title Personnel Security (Applicant/Employee)
No. of Staff Positions Allocated

Functions Included

- a) Processing staff personnel clearances. (1)
- b) Processing covert clearances and/or approval actions. (2)
- c) Processing staff-like clearances. (3)
- d) Processing industrial security approvals. (4)
- e) Exploiting counterintelligence information. (18)
- f) Processing employee reinvestigations. (12)
- g) Providing liaison in personnel security matters to U. S. Government agencies and the Applicant Review Panel and the Overseas Candidate Review Panel of the Agency. (13)
- h) Processing requests for security certifications and other security actions. (14)

25X1A

i)

Outputs/Customer serviced

All Agency components and departments and agencies of the U. S. Government.

Effect of at least 10% reduction in staff personnel

This resource package was reorganized in July 1973 to perform at the minimum practicable level of effectiveness. A further incremental reduction in staff personnel is not possible.

ROUTING AND RECORD SHEET

SUBJECT: (Optional)

Resource Packages - Office of Security

FROM

EXTENSION

NO.

5311

DATE

4 February 1974

TO: (Officer designation, room number, and building)

DATE

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1.

AC/PPB

for

2/4/74

Edw

2.

C/PP&AD

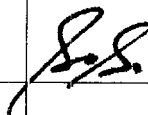
4 Feb



3.

DD/P&M

4 FEB 1974



4.

5.

6.

AC/PPB

for

2/4

Edw

7.

8.

9.

10.

11.

12.

13.

14.

15.

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25X1A